# Unit Assessment Pack BSBPMG522 v1.1

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## Assignment

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## Assessment Pack Cover Sheet

| | | | |
|---|---|---|---|
| **Course Name** | **BSB50215 – Diploma of Business** | | |
| **Unit Name** | **BSBPMG522 – Undertake project work** | | |
| **First Name:** | | **Family Name:** | |
| **Assessor Name:** | | **Student Number:** | |

Please read and sign this assessment coversheet and submit it together with all your assessments to your Assessor by the due date.

| | | |
|---|---|---|
| **Student Declaration** | I have kept a copy of this assessment pack and all relevant notes, attachments, and reference material that I used in the production of the assessment pack. | ☐ |
| | The Trainer/Assessor has gone through the instructions (specially the need of using referencing and consequence of plagiarism) for all the assessments. Due date for assessment submission has been clearly communicated to me. | ☐ |
| | I give the trainer/assessor of this assessment the permission to:<br>- Reproduce this assessment and provide a copy to another member of staff; and<br>- Take steps to authenticate the assessment, including communicating a copy of this assessment to a checking service (which may retain a copy of the assessment on its database for future plagiarism checking). | ☐ |
| | I am aware of post-assessment options (re-submission, re-assessment, study plan) available to me. | ☐ |
| | I have talked to my Trainer/Assessor about any of my special needs. | ☐ |
| | By submitting this assessment pack and signing below, I DECLARE THAT all the assessments in this pack are my own work and have not been previously submitted by me or any other student. I understand that if there is any doubt of the authenticity of any piece of my assessment I can be orally assessed by the assessor. | ☐ |

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### Section 1: Assessment Plan

To demonstrate competence in this unit, the student must be assessed as satisfactory in each of the following assessment tasks.

| Evidence recorded | Evidence Type/ Method of assessment |
| --- | --- |
| **Unit Assessment Task 1 (UAT1)** | Unit Knowledge Test (UKT) – Written Questions |
| **Unit Assessment Task 2 (UAT2)** | Unit Skill Test (UST) – Develop a project plan: |
| **Unit Assessment Task 3 (UAT3)** | Unit Skill Test (UST) – Administer and finalise project |

**Instructions to complete the "Assessment Plan" Outcome Records**

You are required to fill out this "assessment plan" outcome records in the assessment pack, when:

- The student has completed and submitted all requirements for the assessment tasks for this cluster or unit of competency.
- The student's work has been reviewed and assessed by you.
- You have recorded a satisfactory/unsatisfactory result for each assessment task within each unit of competency.
- Relevant and detailed feedback has been provided to Student.

Every assessment has a "Feedback to Candidate" section to record the following information. You must also ensure that all sections are filled appropriately, such as:

- Result of Assessment (satisfactory or unsatisfactory)
- Student name, signature and date
- Assessor name, signature and date
- Relevant and detailed feedback

**Assessment Conditions**

**Unit purpose/application**

This unit describes the skills and knowledge required to undertake a straightforward project or a section of a larger project. It covers developing a project plan, administering and monitoring the project, finalising the project and reviewing the project to identify lessons learned for application to future projects.

This unit applies to individuals who play a significant role in ensuring a project meets timelines, quality standards, budgetary limits and other requirements set for the project.

The unit does not apply to specialist project managers. For specialist project managers, the other units of competency in the project management field (BSBPMG) will be applicable.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

**What the student can expect to learn by studying this unit of competency**

- Define project
- Develop Project Plan
- Administer and monitor project
- Finalise project

- Review Project

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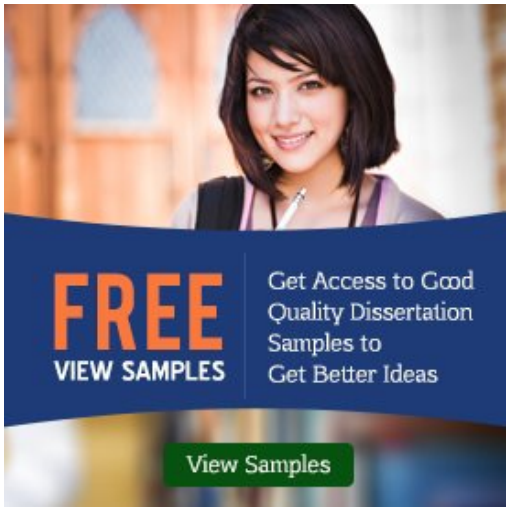


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